



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF INFORMATION SERVICES

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ISIS Memorandum 05-005

To: Employee Administrators
Human Resource Managers

Subject: Payroll Process Change and New Report

Payroll Process Change

Effective Period 17/2004, we will no longer process biweekly payroll for any employee that remains on ZP45, Potential Payroll/FI Audit Error Report, as of 6:00 p.m. on payroll Monday. Individuals locked must have the error condition resolved, before the agency can generate an off-cycle regular period on-demand payment. Employees locked for this reason will appear on the Locked Employee report, ZP131.

Once appropriate corrections are made and agency staff verifies that the individual is no longer output on ZP45, a request to unlock the employee's record should be submitted to the ISIS HR Help Desk via e-mail or telephone. The Help Desk will notify the requestor when an off-cycle payment can be processed.

Introduction of ZP159

A new report, ZP159 - Quota Payout Projection report, is now available in ISIS HR. This report should be executed to estimate leave liability during the fiscal year, when an estimate is desired prior to the end of a fiscal year. For example, it could be executed to estimate how much it would cost to pay out existing compensatory leave hours or in the case of a potential layoff, to determine potential liability for annual and sick hours if applicable. This report provides two liability projections, one as of the payroll period requested and another which takes into account any absences recorded for future pay periods. Please note that ZP112, Leave Liability Report, was recently modified and is now strictly for CAFR liability estimation purposes, thus it will not produce accurate results for run dates other than the end of the fiscal year. Please take time to review the report [descriptor for ZP159](#) which is contained in the ISIS HR Online Help system.

SC/ef

c. Whit Kling, Deputy Undersecretary